



Mu Kappa Tau Chapter Chartering Checklist

- ___ Complete the following:
 - ___ Secure a Faculty Advisor
 - ___ Generate the interest of ten or more students and faculty members
 - ___ Write a simple Letter of Petition to Charter a MKT Chapter to the MKT Board of Directors
 - ___ Gather two Letters of Support from the Dean, Chancellor, Chair of the Marketing Dept., etc.
 - ___ Secure a Charter Fee of \$50 (checks can be made payable to Mu Kappa Tau)
 - ___ Draft a basic Chapter Constitution and bylaws (refer to sample)

- ___ Send the following to MKT National Headquarters:
 - ___ Letter of Petition to Charter a MKT Chapter
 - ___ (2) Letters of Support
 - ___ \$50 Charter Fee
 - ___ Faculty Advisor Contact Information (name, complete address, phone, e-mail)
 - ___ Chapter Constitution and Bylaws

- ___ Receive a Letter of Acceptance
- ___ Complete the following:
 - ___ Elect Chapter Officers (President, Vice President and Secretary/Treasurer)
 - ___ Determine an Installation Date and Celebration
 - ___ Complete New Member Processing
 - ___ Complete Nomination Form for each new member and Email it to stefanie.hammen@pse.org.
 - ___ Write a bulk chapter check payable to Mu Kappa Tau or pay by credit card for the one-time life membership fee for each New Member (\$40 each)
- ___ Receive the following from MKT National Headquarters:
 - ___ Chapter Charter Certificate
 - ___ Personalized Membership Certificates
 - ___ Gold Key Membership Pins
- ___ Conduct your Installation Ceremony!